



CITY OF CHULA VISTA
PLANNING & BUILDING DEPARTMENT
276 Fourth Avenue
Chula Vista, CA 91910

Mills Act APPLICATION FORM

APPLICANT/OWNER INFORMATION

Applicant/Owner Name: _____
Applicant/Owner Address: _____
Phone: _____
Secondary Owner Name: _____
Owner Address: _____
Phone: _____

Staff Use

Case #: _____
Date Submitted: _____

OWNER APPROVAL IS REQUIRED

NAME: _____ NAME: _____
SIGNATURE: _____ SIGNATURE: _____
DATE: _____ DATE: _____

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PROPERTY INFORMATION

Address: _____
Assessor's Parcel Number (Required): _____ Zone: _____

HISTORIC/LANDMARK INFORMATION

Is the site on the Local Register Listing? Yes _____ No _____
Date of Designation _____

Is the site designated as Historic on the _____ State and/or _____ National Register?
Date of Designation: _____

PROPOSED STRUCTURE/IMPROVEMENT

The goal of the Mills Act Program is to encourage the use, maintenance, and restoration of historical properties and retain their characteristics as properties of historical significance. Please list restoration improvements, either specific or general, that you/the owner intend to carry out to achieve/maintain the goal of the Mills Act Program. (Attach a separate sheet if necessary)

Submittal Requirements

- Evidence of Designation (Local, State, and/or National)
- Copy of Grant Deed
- Pictures of the exterior of the property (front, back, and both sides)

Processing Procedure

Submit the application before August 30th deadline (to be processed in that year's application cycle). Once the completed application and any additional submittal requirements are submitted, the Planning staff will review the information for completeness. Once the application is reviewed and determined to be complete, a staff member will schedule an appointment for an on-site inspection.

Once a request is approved by staff, a contract will be drawn up and executed by all parties. The contract will then be reviewed by the RCC (Resource Conservation Commission) and approved by the City Council. At that point it will be forwarded to the County Recorder's office for recordation. The recorded copy will be returned to the City of Chula Vista for submission to the County Tax Assessor's office for tax recalculation.